OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

«First» «Middle_» «Last» «Omit»
«Title»
«PHA»
«Street_Address»
«Street_Address_2»
«City», «State» «Zip»

Dear «Salutation» «Last»:

　　　To date, many Moving to Work (MTW) Public Housing Authorities have been submitting waiver requests, or requests that require separate HUD approval, as part of their MTW Annual Plans. While the Plans should describe future activities, it has become increasingly difficult to ensure appropriate processing of your requests when they are part of this larger document. From this point forward, MTW Demonstration participants must submit waiver requests or requests to amend their MTW Agreement separately from the submission of the MTW Annual Plan. Please limit the content of your MTW Annual Plan to the elements listed in Attachment B of your Agreement.

　　　In order to be as responsive to your needs as possible, waiver requests and requests to amend your MTW Agreement should be submitted to HUD in writing. Please be sure to send your request to my attention with a copy to your MTW Demonstration Coordinator. (A list of MTW participants and the assigned Demonstration Coordinator is enclosed).

　　　Please send a copy of your MTW Plan to the HUD Field Office and to my office. Additionally, in accordance with your Agreement, MTW Annual Plans are to be submitted to HUD no later than sixty days prior to the start of your fiscal year. Only under the most extenuating circumstances will an extension be granted.

　　　Thank you in advance. Your cooperation with both of these efforts (streamlining and timely submission) will enable us to review and approve MTW Annual Plans in an expedited manner. If you have any questions about this information, please feel free to call Elaine Dudley at 202-708-0614, extension 4269.

　　　　　　　　Sincerely,

　　　　　　　　Milan M. Ozdinec
　　　　　　　　Deputy Assistant Secretary
　　　　　　　　Office of Public Housing Investments

cc: «First_Name» «Middle_Name» «Last_Name»

Enclosure